

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPG617015	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Deputy Associate Administrator for Congressional Relations	GS	0301	15	
4. Supervisor's Recommendation	Deputy Associate Administrator for Congressional Relations	GS	0340	15	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Palich, Christian R.		
7. ORGANIZATION (Give complete organizational breakdown)			c.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Administrator			g.		
c. Office of Congressional & Intergovernmental Relations			h. Employing Office Location Washington, DC		
d. Office of Congressional Affairs			i. Organization Code A0FB0000		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.					
<input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.					
<input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).					
<input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.					
<input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.					
<input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff			d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator		
b. Signature 		c. Date 4/25/17	e. Signature 		f. Date 4/25/17
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 8886	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)		i. Classifier's Signature 		j. Date 05/02/17
11. REMARKS SECRET Clearance					

INSTRUCTIONS

I. ITEMS

- 1) DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

DEPUTY ASSOCIATE ADMINISTRATOR OFFICE OF CONGRESSIONAL AFFAIRS

INTRODUCTION

This position is located in the Office of the Administrator, and the Office of Congressional and Intergovernmental Relations (OCIR)/Office of Congressional Affairs (OCA). The incumbent serves as the Deputy Associate Administrator for the Office of Congressional Affairs (OCA) and reports directly to the Associate Administrator for OCIR. OCA serves as the Administrator's principal point of contact for Congress on all Agency matters. The office serves as a liaison for these parties to the Office of the Administrator and senior Agency officials and facilitates communications between EPA Headquarters and Regions and elected officials in coordination with the Office of Intergovernmental Relations in OCIR.

The incumbent of the position requested for Schedule C exception will not be able to adequately perform his/her duties without being privy to the political, personal, and management philosophies of the Administrator and Deputy Associate Administrator. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Administrator and Deputy Associate Administrator and, as such, will be expected to reflect his/her philosophies in conversation with leading figures of government, business, and other groups. The incumbent will also be obliged to present the views of the Administrator or Deputy Associate Administrator in correspondence and other communications with the Agency manager and program officials.

MAJOR DUTIES AND RESPONSIBILITIES

1. Oversees the development of Agency policy pertaining to Congressional and legislative affairs programs of the EPA. This requires close collaboration with internal and external partners including Congressional members and their staffs, the Agency's Administrator, Deputy Administrator, Federal departments and agencies, e.g., the Office of Management and Budget, EPA program and Regional offices, states, private organizations, and academia, and OCIR's program implementation, communication and outreach activities. Develops program plans for the operation of the office.
2. Establishes and maintains working relationships with stakeholders within the Agency and those outside the Agency to keep abreast of thinking and plans which affect Agency programs. Works with all appropriate parties, as required, to implement the Agency's programs on emerging issues, concerns and regulations. Recommends and coordinates personal involvement by the Administrator/Deputy Administrator in relations with Members of Congress and their staffs. Works with the Office of General Counsel to encourage the adoption of methods for dealing effectively with other federal agencies and

OMB to ensure that they are brought to bear in the development of specific EPA policy and program initiatives.

3. Provides expert advice to the Associate Administrator, Principal Deputy Associate Administrator and Deputy Associate Administrator for OCIR on congressional legislation, represents the Agency at intra-agency, inter-agency, national meetings involving congressional legislation issues; coordinates quick turn-around Congressional inquiries, and serves as technical point of contact between OCIR and EPA program offices, EPA regional offices, and other Federal agencies, states, the Congress, non-governmental organizations and industry on matters pertaining to appropriations and cross-cutting environmental threats. The incumbent reviews briefing material prepared by staff for the Associate Administrator and Principal Deputy Associate Administrator, Deputy Associate Administrator on environmental issues.
4. May represent the Agency at the White House or before Congressional and interagency conferences. Carries out special assignments to explain the Agency's legislative mission and objectives. As required, briefs the Associate Administrator and other key officials regarding congressional issues.
5. Coordinates the Agency's appearances at Congressional hearings. This includes coordinating the drafting of testimony and obtaining Agency concurrence on testimony; clearance of testimony through OMB; preparation of Agency witnesses; summarizing the hearings for senior management and coordination of responses to questions presented at Congressional hearings.
6. Keeps currently informed on Congressional activities affecting the Agency and briefs and consults with key staff in the Headquarters and the Regional Offices on developments in Congress that may affect Agency programs. Reviews prepared status reports and studies for the Associate Administrator. These assignments are generally far reaching in impact, unique, and of special depth or intensity and require imaginative and novel approaches. Makes recommendations to the Associate Administrator for possible courses of action.
7. Performs technical direction and workflow management for priority OCA projects. This will constitute a major duty occupying at least 50% of the incumbent's time. Such responsibilities include reviewing work on a daily, weekly, and monthly basis as assigned and prioritized by the Associate Administrator.
8. Coordinates, as assigned, OCA's strategic planning, budgeting, administrative systems work projects and other internal activities necessary for coordinating implementation of OCIR's priority programs and projects.
9. Works closely with subordinate supervisory staff and management to gain knowledge, exchange information, resolve issues, and/or discover opportunities that can assist in the implementation of the office's mission and objectives.

10. Exercises management responsibility over staff members, making assignments and determining duties and priorities, evaluating employee performance, recommending incentives, initiating corrective actions, assuring safety, keeping employees informed at all times, counseling employee, etc.

11. Exercise continuing responsibility to effectively support EEO/Affirmative Action Plan and communicating this support to subordinates, taking positive actions which will motivate and give opportunity to all personnel.

12. Performs other duties of a strictly confidential nature, as assigned.

SUPERVISORY GUIDE FACTORS

Program Scope and Effect

Factor 1-4

775 points

Directs a segment of a professional, highly technical, or complex administrative program. Involves the development of major aspects of key Agency scientific, legal, administrative, regulatory, policy development or comparable, highly technical program.

Organizational Setting

Factor 2-3

350 points

The position is accountable to a position that is SES level, or equivalent or higher level; or to a position which directs a substantial GS-15 or equivalent subordinate supervisors, officers, contractors, or others.

Supervisory/Managerial Authority Exercised

Factor 3-3

775 points

Exercises at least eight of the following supervisory authorities and responsibilities:

- Uses any of the following to direct, coordinate, or oversee work; supervisors, leaders, team chiefs, group coordinators, committee chairs, or comparable personnel; and/or provide similar oversight of contractors;
- Exercises significant responsibilities in dealing with officials of other units or organizations or in advising management official of higher rank;
- Assures reasonable equity (among units, groups, teams, projects, etc.) of performance standards and rating techniques developed by subordinates or assuring comparable equity in the assessment by subordinates of the adequacy of contractor capabilities or of contractor completed work;
- Directs a program or major program segment with significant resources (e.g., one at a multi-million dollar level of annual resources);
- Makes decisions on work problems presented by subordinate supervisors, team leaders, or similar personnel, or by contractors;
- Evaluates subordinate supervisors or leaders and serves as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors;
- Makes or approves selections for subordinate supervisory positions and for work leader, group leader, or project director positions responsible for coordinating the work of others, and similar positions;
- Hears and resolves group grievances or serious employee complaints;
- Makes decisions on nonroutine, costly, or controversial training needs and training requests related to employees of the unit;
- Determines whether contractor performed work meets standards of adequacy necessary for authorization of payment;
- Approves expenses comparable to within-grade increases, extensive overtime, and employee travel;
- Recommends awards and bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others;

- Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

Nature of Contacts

Factor 4A-3

750 points

Contacts include those which take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by higher management. They often require extensive preparation of briefing materials or up to date technical familiarity with complex subject matter. Frequent contacts are comparable to any of the following:

- High ranking military or civilian managers, supervisors, and technical staff at bureau and major organization level of the Agency; with Agency headquarters administrative support staff, or with comparable personnel in other Federal agencies;
- Key staff of public interest groups (usually in formal briefings) with significant political influence or media coverage;
- Journalists representing influential city or county newspapers or comparable radio or television coverage;
- Congressional committee and subcommittee staff assistants below staff director or chief counsel levels;
- Contracting officials and high level technical staff of large industrial firms;
- Local officers of regional or national trade associations, public action groups, or professional organizations; and /or State and local government managers doing business with the Agency

Purpose of Contacts

Factor 4B-3

100 points

The purpose of contacts is to justify, defend, or negotiate in representing the project, program segment(s), or organizational unit(s) directed, in obtaining or committing resources, and in gaining compliance with established policies, regulations, or contracts. Contacts at this level usually involve active participation in conferences, meetings, hearing, or presentations involving problems or issues of considerable consequence or importance to the program or program segment(s) managed.

Difficulty of Typical Work Directed points

Factor 5-9

1030

The highest graded non-supervisory work directed, which requires at least 25% of this position's duty time, is GS-13 or higher, or equivalent.

Other Conditions points

Factor 6-6

1325

Supervision and oversight involves exceptional coordination and integration of a number of very important and complex program segments or programs of professional, scientific, technical, managerial, or administrative work comparable in difficulty to GS-13 or higher

level. Supervision and resource management involves major decisions and actions which have a direct and substantial effect on the organizations and programs managed.

Investigate

Position Designation Record

Agency	EPA
Position Title	Deputy Associate Admin for <i>Congressional Relations</i>
Series and Grade/Pay	<i>GS-301-15</i>
Band	
Position Description	<i>EPGS17015</i>
Number	
Designator's Name & Title	Howard Barnett, Lead HR Specialist

National Duties

Degree of Potential for Compromise or Damage

Requires eligibility for access to classified information

- Position requires eligibility for access to Secret, Confidential, or "L" level information

Unclassified information (e.g. private, controlled unclassified, or proprietary information)

- Limited access to and control over unclassified information, which may include private, proprietary or other controlled unclassified information, but only where the unauthorized disclosure of that information could cause significant or serious damage to national security

Potential for Compromise or Damage

Duties

Degree of Potential for Compromise or Damage

Government operations – rulemaking, policy, and major program responsibility (includes

- Senior management official for critical government programs, the compromise

Duties

regulation or policy making, directing, implementing, advising and audits)

Degree of Potential for Compromise or Damage

of which could result in grave damage to the public's trust

Investigation

T5

Form Required


SF 86

Sensitivity

Non-Critical Sensitive

Risk Level

High Risk

Signature: 

Date: 05/02/17

Name: Howard Barnes